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Committee on Administration and Finance
1990 session

FOR INFORMATION

REVIEW OF EXPENDITURES IN EXCESS OF COMMITMENTS AND UNSPENT COMMITMENTS FOR COMPLETED PROJECTS FINANCED BY SUPPLEMENTARY FUNDS

SUMMARY

This report summarizes the outstanding balances of expenditures in excess of commitments and the unspent balances of commitments for completed supplementary-funded projects as of 31 December 1989.

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INTRODUCTION

1. As a result of the expanded audit of 1986, the 1988 Executive Board established the procedures to be followed in disposing of outstanding balances of overspent and unspent commitments for completed projects.

2. Regarding expenditures in excess of commitments, the 1988 Executive Board approved, inter alia, the following:

> "All projects with a deficit balance will be analysed to determine the nature and cause of the deficit. If expenditures have been coded incorrectly, they will be corrected. In cases of actual deficit balances, the donor concerned will be approached for possible additional contributions. If no such contribution is approved, the deficit balances will be charged to general resources and reported to the 1989 session of the Executive Board." (E/ICEF/1988/L.2/Add.1, para. 17 (b)).

3. In addition, the 1988 Executive Board established the following procedure for commitments in excess of expenditures:

> "All projects with savings balances will be reviewed to determine if there is a balance of funds received but not utilized. If so, the donor will be notified and either an alternative use for the funds will be negotiated or the funds will be returned to the donor. Where no outstanding balance of funds exists, but where there is a substantial outstanding balance of commitments, donors will be approached for possible reprogramming of the original pledge. If the donor does not agree, the commitment will be cancelled." (E/ICEF/1988/L.2/Add.1, para. 17 (a)).

4. The present report summarizes the outstanding balances of expenditures in excess of commitments and the unspent balances of commitments for completed supplementary-funded projects as of 31 December 1989.

5. In accordance with the procedures approved by the 1988 Executive Board (E/ICEF/1988/13, decision 1988 (11 H)), these balances are being submitted to the 1990 Executive Board. The details of these balances are found in the annexes.

I. FINAL DISPOSITION OF BALANCES RELATING TO THE 1986 EXPANDED AUDIT

6. The 1989 Executive Board reviewed the balances of overspent projects and unutilized funds relating to completed projects as of 31 December 1986 (E/ICEF/1989/AB/L.12). At that time, the Board authorized the adjustment of overexpenditures against general resources and noted that further analysis of the unutilized funds was required. The Board requested the secretariat to report on the final disposition of those funds at the 1990 Board session.

7. During 1989, the balances of all projects with unutilized funds were reviewed, and necessary adjustments were made where errors in the accounts were discovered. In addition, field offices were asked to determine if these funds could be used for ongoing projects. The final balances of adjustments made during 1989 are noted in annex I.

8. In reviewing the unutilized funds, some corrections to the overspent contributions were made. The resulting adjustment was $16,298,931.52, which is $2,246,681.12 less than the amount approved by the 1989 Executive Board.

9. Regarding the balances of unutilized funds, it was decided that individual contributions of less than $25,000 would be returned to general resources. This resulted in a transfer of $1,184,175.44 to general resources, as reported in annex I. The secretariat plans to continue utilizing this procedure in the future for balances less than $25,000.

10. Balances exceeding $25,000 were reviewed by the relevant field office and by the donor, if necessary, in accordance with Executive Board policy. The balance of $10,950,220.63, that was reported to the 1989 Executive Board was used for ongoing projects and was applied to supplementary funds in active status.

II. DISPOSITION OF OVERSPENT BALANCES FOR COMPLETED PROJECTS

11. Further to the policy of the Executive Board as noted in paragraph 2 above, the overspent project balances total $4,835,863.20 as of 31 December 1989. Details can be found in annex II.

12. These balances will be reviewed during 1990, disposed of in accordance with the Executive Board policy noted in paragraph 2 above and reported to the 1991 Executive Board.

III. REVIEW OF UNSPENT COMMITMENTS FOR COMPLETED PROJECTS

13. Effective 1 January 1990, UNICEF is implementing a new programme management information system known as PIDBII. When this system becomes fully operational, it will allow field offices to note the implementation status of projects and programmes as "closed". Since the present central accounting system does not yet allow for this type of transaction, only those projects that were overspent as of 31 December 1989 could be identified.

14. Accordingly, annex II does not include projects considered "closed" with unspent balances. With the implementation of PIDBII in 1990, UNICEF will be able to report on such balances as of 31 December 1990 to the 1991 Executive Board.

Annex I

SUMMARY OF COMPLETED PROJECTS AS OF 31 DECEMBER 1989

(In United States dollars)

Region/country	*Savings*	*Deficit*
AFRICA		
Angola	*52,629.42*	*(737,288.08)*
Benin	*0.00*	*(151,659.55)*
Botswana	*0.00*	*(45,508.61)*
Burkina Faso	*10,394.03*	*(344,651.66)*
Burundi	*0.00*	*(173,165.68)*
Cameroon	*22,461.09*	*0.00*
Cape Verde	*27,099.94*	*(157,591.67)*
Chad	*8,029.45*	*(373,136.33)*
Comoros	*3,013.40*	*(163,931.48)*
Central African Republic	*0.00*	*(81,720.14)*
Ethiopia	*63,948.15*	*(1,455,243.76)*
Gambia	*1,248.39*	*(7,972.68)*
Ghana	*2,904.97*	*(236,123.90)*
Guinea-Bissau	*1,746.38*	*(44,920.02)*
Kenya	*5,528.93*	*(39,751.21)*
Lesotho	*19,540.60*	*(21,338.04)*
Madagascar	*0.00*	*(58,721.49)*
Malawi	*0.00*	*(71,009.46)*
Mali	*16,667.00*	*(685,261.62)*
Mauritania	*20,083.30*	*(155,523.62)*
Mozambique	*20,761.36*	*(205,698.13)*
Niger	*8,106.63*	*(45,148.20)*
Nigeria	*0.00*	*(20,896.36)*
Rwanda	*12,191.09*	*(120,108.75)*
Sao Tome and Principe	*0.00*	*(59,911.73)*
Senegal	*0.00*	*(269,546.16)*
Sierra Leone	*5,975.46*	*(54,066.13)*
Somalia	*67,768.85*	*(185,602.95)*
Swaziland	*0.00*	*(38,022.47)*
Togo	*17,216.19*	*0.00*
Uganda	*39,903.58*	*(755,822.03)*
United Republic of Tanzania	*27,490.23*	*(36,909.37)*
Zaire	*0.00*	*(165,781.70)*
Zimbabwe	*0.00*	*(312.50)*
Liberation movements	*7,831.55*	*(192,161.20)*
Total, Africa	*462,539.99*	*(7,154,506.68)*

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Annex I (continued)

Region/country	*Savings*	*Deficit*
ASIA		
Bangladesh	*27,740.34*	*(823,701.90)*
Bhutan	*10,501.35*	*(11,181.85)*
Cambodia	*20,569.11*	*(368,353.31)*
China	*0.00*	*(78,307.80)*
Fiji	*0.00*	*(14,444.22)*
India	*45,556.71*	*(87,367.74)*
Indonesia	*23,000.00*	*(397,236.92)*
Lao People's Democratic Republic	*0.00*	*(115,050.63)*
Maldives	*34,799.96*	*(43,081.24)*
Myanmar	*33,337.90*	*(282,750.50)*
Nepal	*0.00*	*(561,016.43)*
Pakistan	*37,616.28*	*(855,783.94)*
Philippines	*0.00*	*(192,888.38)*
Papua New Guinea	*0.00*	*(63,920.70)*
Samoa	*5,000.08*	*(2,297.39)*
Sri Lanka	*20,813.38*	*(382,086.85)*
Thailand	*35,293.09*	*(102,901.77)*
Vanuatu	*30,789.59*	*0.00*
Viet Nam	*765.61*	*(184,946.90)*
Total, Asia	*325,783.40*	*(4,567,318.47)*
MIDDLE EAST AND NORTH AFRICA		
Algeria	*9,233.15*	*0.00*
Djibouti	*5,843.35*	*(218,346.60)*
Egypt	*0.00*	*(146,747.87)*
Lebanon	*125,817.69*	*(862,532.42)*
Morocco	*0.00*	*(4,479.48)*
Sudan	*54,882.91*	*(1,422,948.64)*
Tunisia	*6,065.78*	*(2,904.09)*
Turkey	*0.00*	*(277,048.32)*
Palestinian children and mothers in Lebanon	*579.32*	*(15,611.39)*
Total, Middle East and North Africa	*202,422.20*	*(2,950,618.81)*

Annex I (continued)

Region/country	Savings	Deficit
AMERICAS AND THE CARIBBEAN		
Belize	0.00	(72,546.36)
Bolivia	740.96	(233,362.68)
Brazil	0.00	(60,172.02)
Chile	0.00	(1,504.08)
Colombia	685.93	(134,149.63)
Costa Rica	0.00	(14,632.80)
Cuba	1,446.95	0.00
Ecuador	331.41	0.00
El Salvador	2,930.06	(3,044.31)
Guatemala	1,157.60	(189,669.44)
Guyana	0.00	(5,668.50)
Haiti	7,190.45	(65,866.35)
Honduras	1,545.98	(59,193.80)
Jamaica	0.00	(35,268.40)
Mexico	5,108.34	(252,783.74)
Nicaragua	8,696.13	(166,842.71)
Panama	0.00	(11,561.57)
Peru	164.19	(123,965.50)
Saint Kitts and Nevis	4,109.00	0.00
Central America and Panama	9,712.88	(163,394.89)
Caribbean regional	0.00	(29,880.40)
Total, Americas and the Caribbean	43,819.88	(1,623,507.18)
INTERREGIONAL		
Infant Mortality Reduction Reserve	149,609.97	(2,980.38)
GRAND TOTAL	1,184,175.44	(16,298,931.52)

Annex II

SUMMARY OF COMPLETED PROJECTS WITH OVEREXPENDITURES AS OF 31 DECEMBER 1989

(In United States dollars)

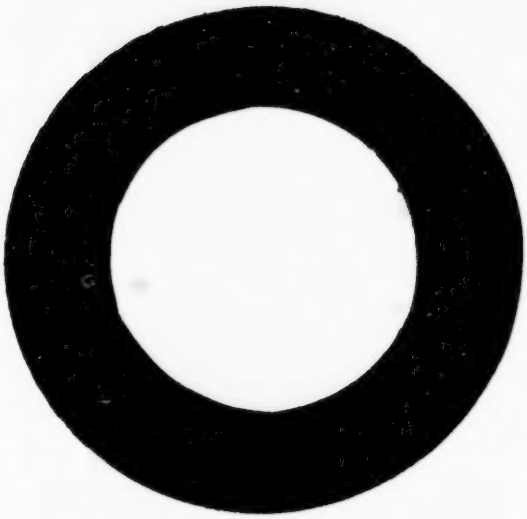
Region/country	*Deficit*
AFRICA	
Angola	*(331,361.86)*
Benin	*(203.71)*
Botswana	*(6,045.01)*
Burkina Faso	*(36,263.79)*
Burundi	*(11,276.66)*
Cameroon	*(2,326.09)*
Cape Verde	*(73,490.06)*
Chad	*(69,413.40)*
Comoros	*(14,879.10)*
Ethiopia	*(859,160.31)*
Gambia	*(606.47)*
Guinea-Bissau	*(8,434.72)*
Liberia	*(63,611.83)*
Lesotho	*(34,070.45)*
Madagascar	*(203,305.47)*
Mali	*(229,875.93)*
Mauritania	*(76,157.62)*
Mauritius	*(159.03)*
Mozambique	*(54,912.45)*
Niger	*(44,102.39)*
Senegal	*(13,013.44)*
Somalia	*(37,176.15)*
Uganda	*(309,245.39)*
United Republic of Tanzania	*(146,839.13)*
Zambia	*(41,020.10)*
Total, Africa	*(2,666,950.56)*

Annex II (continued)

Region/country	*Deficit*
ASIA	
Bangladesh	*(28,712.58)*
Bhutan	*(8.45)*
Cambodia	*(13,915.38)*
China	*(23,208.23)*
India	*(61,213.94)*
Indonesia	*(65,558.99)*
Lao People's Democratic Republic	*(428.80)*
Maldives	*(27,682.20)*
Myanmar	*(218,163.69)*
Nepal	*(103,012.65)*
Pakistan	*(15.70)*
Philippines	*(13,715.62)*
Sri Lanka	*(58,179.04)*
Thailand	*(133,292.75)*
Viet Nam	*(61,689.57)*
Total, Asia	*(808,797.59)*
MIDDLE EAST AND NORTH AFRICA	
Democratic Yemen	*(44,940.44)*
Egypt	*(70,522.69)*
Lebanon	*(183,109.67)*
Saudi Arabia	*(4,297.00)*
Sudan	*(661,512.89)*
Syrian Arab Republic	*(69,693.26)*
Yemen	*(502.68)*
Palestinian children and mothers in Syria	*(569.65)*
Total, Middle East and North Africa	*(1,035,148.28)*

Annex II (continued)

Region/country	*Deficit*
AMERICAS AND THE CARIBBEAN	
Bolivia	*(24,538.31)*
Brazil	*(68,893.50)*
Colombia	*(6,872.83)*
Costa Rica	*(288.07)*
El Salvador	*(5,453.33)*
Guatemala	*(22,920.17)*
Haiti	*(760.00)*
Honduras	*(2,314.29)*
Jamaica	*(3,193.49)*
Mexico	*(50,556.88)*
Nicaragua	*(52,691.81)*
Peru	*(85,263.27)*
Central America and Panama	*(1,220.82)*
Total, Americas and the Caribbean	*(324,966.77)*
GRAND TOTAL	*(4,835,863.20)*



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UNITED NATIONS CHILDREN'S FUND
Committee on Administration and Finance
1990 session

FOR ACTION

REVISED BUDGET ESTIMATES FOR THE WORLD SUMMIT FOR CHILDREN AND UNICEF SUMMIT-RELATED MOBILIZATION ACTIVITIES

SUMMARY

The present document has been prepared in response to decision 1989/31 adopted on 22 December 1989 during the special session of the UNICEF Executive Board in which the Board, inter alia, welcomed the initiative of the Governments of Canada, Egypt, Mali, Mexico, Pakistan and Sweden in calling for a World Summit for Children; took note of the plans of the initiating Governments as expressed in their Statement of Agreement, including the establishment of an expanded Planning Committee to guide preparations for the Summit; agreed that UNICEF should provide secretariat support for the preparation of the Summit meeting; and requested the Executive Director to revise the draft budgets for the Summit and for UNICEF Summit-related mobilization activities, taking into account views expressed during the Executive Board session.

The present document presents revised estimates of the staffing and operational costs for both functions endorsed by the Executive Board, i.e., provision of secretariat support and other obligations for the Summit meeting, and undertaking of a UNICEF programme of mobilization activities related to the Summit over the course of the year 1990. The revised estimates are within the ceilings established by the Executive Board.

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INTRODUCTION

1. On 22 December 1989, at the conclusion of its special session on this subject, the UNICEF Executive Board approved the request that UNICEF provide secretariat support for the preparation of the World Summit for Children. The Board also authorized the Executive Director to undertake a UNICEF programme of mobilization and support activities aimed at deriving maximum political and programme benefit for children in association with the Summit. The Board requested the Executive Director to prepare revised budget proposals in support of these activities.

2. In preparing the present document, the Executive Director took into account the views expressed during the special session of the Executive Board, as well as comments and concerns expressed by the Advisory Committee on Administrative and Budgetary Questions (ACABQ) in its review of the original budget proposals. The Executive Director also sought to reflect the evolving plans for the Summit as developed at the first meeting of the expanded Planning Committee on 12 January 1990, which, inter alia, accepted the Statement of Agreement of the initiators, as contained in the Executive Director's report and recommendations on the initiative to call for a world summit for children (E/ICEF/1989/15) and Executive Board decision 1989/31 of 22 December 1989 as its terms of reference for preparations for the Summit.

3. The Executive Director notes the decision of the Executive Board, as a temporary arrangement and until approval of the budgets by the Executive Board at its regular session in April 1990, to authorize the Executive Director to enter into necessary committal expenditures from general resources in receivable accounts for both activities, up to the limits established by the Board. Pursuant to this authority, the Executive Director has begun to establish a secretariat for the Summit, to recruit necessary supplemental staff to support mobilization activities and to enter into such other commitments as are deemed immediately necessary, within the limits established by the Board.

I. BACKGROUND

4. Prime Minister Brian Mulroney of Canada, President Hosni Mubarak of Egypt, President Moussa Traore of Mali, President Carlos Salinas de Gortari of Mexico, Prime Minister Benazir Bhutto of Pakistan and Prime Minister Ingvar Carlsson of Sweden have agreed to call a World Summit for Children to be held at United Nations Headquarters in New York in late September 1990.

5. In their "Statement of Agreement on the World Summit for Children" the initiators declared that the purpose of the Summit is to bring attention and to promote commitment, at the highest political level, to goals and strategies for ensuring the survival, protection and development of children as key elements in the socio-economic development of all countries. The meeting will also emphasize the particular impact on children of critical global problems. The aim is to stimulate new initiatives in all countries and, among the international community, to address those issues that will most critically affect children for the decades

ahead, resulting in a declaration of commitment to achieving specific goals in the 1990s. In addition, the initiators believe that the Summit also can accelerate ratification and implementation of the Convention on the Rights of the Child.

6. The initiators also agreed that, in the process of preparing for the Summit, all sectors of society should be encouraged to consider their possibilities for contributing to the improved survival, protection and development of children. Noting that important work in this field can be done by international organizations and institutions, non-governmental organizations (NGOs), the media and professional associations, community organizations and opinion leaders, as well as by government structures at all levels, the initiators welcomed efforts by UNICEF and other institutions to encourage broad participation.

7. The initiators requested that UNICEF provide secretariat assistance for the preparation and implementation of the Summit. They also encouraged UNICEF to undertake mobilization activities to derive maximum benefit from the Summit for children and to stimulate and facilitate other organizations, institutions and individuals to engage in these activities.

8. At a special session in December 1989 convened to respond to this initiative, the Executive Board of UNICEF welcomed the initiative, taking note of the planning arrangements to date and the establishment of a Planning Committee to guide preparations for the Summit, as well as the important role which the six initiating Governments will continue to play in the preparations for the Summit meeting. The Executive Board was advised that the Secretary-General of the United Nations had agreed, pending endorsement by the Executive Board, to offer his good offices in convening the meeting on behalf of the initiators and to make the facilities and services of the United Nations available as the venue for the meeting. The Board agreed that UNICEF should provide secretariat support for the Summit and should undertake a programme of mobilization activities to derive maximum possible political and programme benefit for children in association with the Summit.

II. SECRETARIAT AND OPERATING COSTS FOR THE WORLD SUMMIT FOR CHILDREN

9. The World Summit for Children is planned for late September 1990. The Planning Committee, at its first meeting, on 12 January 1990, identified four options for the scheduling of the Summit within the final two weeks of September and agreed to advise the Executive Director of its Governments' preferences by 24 January. The Executive Director is then authorized, in consultation with the Secretary-General of the United Nations, to establish the dates for the Summit.

10. Invitations to the Summit are to be issued by the Secretary-General of the United Nations, on behalf of the initiators, during the week of 29 January. Letters of invitation will be addressed personally to the head of State or Government of each State Member of the United Nations participating in the General Assembly and State member of the specialized agencies of the United Nations.

11. During December 1989 and January 1990, the heads of State or Government of 16 States were invited to designate personal representatives to serve as members of an expanded Planning Committee for the Summit, in addition to the personal representatives of the six initiators. Additional Governments may also be invited as the preparatory process moves forward.

12. The first meeting of the expanded Planning Committee was held at United Nations Headquarters on 12 January 1990. Twenty Governments were represented. The meeting was preceded by a meeting of the personal representatives of the six initiators on 11 January. The Planning Committee accepted the Statement of Agreement of the six initiators (Geneva, 13 November 1989), as contained in the report and recommendations of the Executive Director (E/ICEF/1989/15) and decision 1989/31, adopted at the special session of the UNICEF Executive Board on 22 December 1989, as its terms of reference for the organization of the Summit. The Planning Committee agreed, as specified in the Board decision, that the six initiators should continue to play a leadership role in the preparations for the Summit.

13. The Inititiators proposed a work plan for the Planning Committee which anticipates three further meetings of the full Planning Committee, with work undertaken between meetings by New York and other representatives of the Governments and by the initiators, and by consultations among and in capitals, with the support of the secretariat. The Planning Committee also noted the request of the UNICEF Executive Board to work in close co-operation and consultation with the Planning Committee, and to be informed on a regular basis on the state of preparations for the Summit, as well as the Board's intent to review those preparations at its regular session in April and again at another special session prior to the Summit.

14. The Executive Director's revision of the budget estimates for the Summit take into account comments made by members of the Executive Board during the course of the special session, comments made by the initiators and other Governments and the evolving plans for the Summit as developed at the meeting of the Planning Committee. The revised estimates comply with the maximum ceiling of expenditures of $1.5 million which was established by the Executive Board, even though plans for the Summit as determined by the Planning Committee subsequent to the Executive Board session have financial implications exceeding those anticipated at the time of the special session.

15. Virtually all responsibilities in support of the Planning Committee and in preparation for the Summit meeting will be undertaken by the secretariat established for the Summit. Judicious use will be made of existing UNICEF staff and operations on aspects requiring specialized technical expertise on an occasional basis and without negative impact on regular operations, or where the normal duties of individual UNICEF staff directly relate to opportunities such as the Summit which can benefit programme delivery.

16. The revised budget for the Summit meeting includes staff to support the Planning Committee, to work with Governments and other authorities, to plan the necessary logistical arrangements and to provide documentation and information

materials for the preparatory process, the Summit itself and the immediate follow-up period (January 1990 through December 1990). The associated operational costs for this budget relate primarily to office operations and accommodations; the organization of preparatory meetings; communications; travel; conference servicing; reimbursement to the United Nations; necessary hospitality and protocol obligations appropriate to the Summit; and the production and distribution of information materials specific to the Summit and to the preparatory process.

17. Duties of the secretariat in support of the Planning Committee will include preparation of its meetings; preparation of necessary documentation and reporting for the Planning Committee and its interregnum representatives; circulation of drafts, proposals and other materials for comment and collation of comments; financial management and reporting; briefing of members and new members of the Planning Committee, including consultations in capitals as necessary; and briefing of other international organizations, agencies and offices and ongoing liaison with them to ensure their substantive contribution and involvement in the Summit.

18. Duties of the secretariat in preparation for the Summit itself will include preparation of invitations to heads of State or Government and processing of responses, including acknowledgement and provision of administrative information; responding to requests for information and guidance in relation to arrangements for heads of State/Government; liaison with various offices of the United Nations and federal, state and municipal authorities of the host country with respect to logistical arrangements for the meeting and associated events, conference servicing, security requirements, credentials, media coverage, guests and observers, minimization of impact on the host city, advance advisory assistance to host city suppliers of accommodations, transportation and other services; liaison with the media for coverage of the meeting and associated events, provision of public information on the Summit in general and as the preparatory process evolves; and responding to public and other inquiries.

III. SUPPLEMENTAL STAFF SUPPORT AND OPERATING COSTS FOR UNICEF SUMMIT-RELATED MOBILIZATION ACTIVITIES

19. As previously noted, the Statement of Agreement on the World Summit for Children, established by the initiating Governments and endorsed by the UNICEF Executive Board, includes an encouragement of the "participation of all sectors of society" in relation to the Summit, and welcomes efforts by UNICEF and other institutions to encourage this participation and in various ways to seek to derive maximum benefit for children as a result of the call for the Summit.

20. The Executive Director recognizes the World Summit for Children as an unprecedented opportunity of historic magnitude for strengthening world-wide commitment to addressing the needs of children and stimulating new initiatives and new involvement by Governments, institutions, organizations, the media, business, voluntary associations and individuals in all countries and throughout the international community. It is recognized that the quality of each Government's participation in the Summit may be significantly enhanced by the level of public attention and expression, and of organized non-governmental activity, in relation

to the Summit. It is further recognized that the official commitments emanating from the Summit are likely to provide for and depend upon an integral role by multiple sectors of society in fulfilling those commitments. It is the Executive Director's intention to use the period leading up to and immediately following the Summit to stimulate broad-scale awareness and mobilization, in partnership with traditional UNICEF allies and reaching out to new alliances not traditionally associated with actions for children. As observed in the Executive Director's report and recommendations to the Executive Board, "The year of the World Summit for Children, like the International Year of the Child, can be a stimulus for spontaneous activities for children and the launching of a decade of enhanced and accelerated action for children in all societies" (E/ICEF/1989/15, para. 18).

21. The Executive Director's revision of the budget estimates for the UNICEF Summit-related mobilization activities takes into account comments made by members of the Executive Board during the course of the special session, comments made by the initiators and other Governments and the evolving ideas and plans for mobilization activities being developed by UNICEF headquarters divisions, field offices, national committees, NGOs and other allies. The revised estimates comply with the maximum ceiling of expenditures of $2.0 million which was established by the Executive Board.

22. As a result of advice expressed by members of the Executive Board and discussions within the UNICEF secretariat, the Executive Director has refined the approach anticipated within UNICEF for generating awareness and stimulating new commitment for children and children's needs among decision-makers and the public at large. Summit-related mobilization activities should be undertaken by UNICEF in the same way as UNICEF would act to take full advantage of any other opportunity for increasing awareness and strengthening commitment to programmes for children. All headquarters divisions, regional offices and country offices have been asked to examine how the occasion of the Summit can be used to strengthen the fulfilment of their respective missions. National committees for UNICEF, the NGO Committee on UNICEF and individual NGOs and other principal allies are also examining their potential for using the Summit to enhance and expand their contributions to the well-being of children.

23. Headquarters divisions and offices which normally have principal responsibility for leading similar activities for UNICEF will also carry responsibility in respect of the Summit. Given the magnitude of this opportunity and the fact that it was not anticipated in the medium-term plan or the 1990-1991 biennium budget, supplemental staff and financial resources are required in order to take full advantage of the opportunity without detracting from ongoing responsibilities.

24. The revised budget for Summit-related mobilization activities includes staff to supplement existing divisional capacity and/or to specialize on Summit-related responsibilities. The associated operational costs for this budget relate primarily to the production and distribution of informational, educational and motivational publications and materials; the organization of strategy and planning meetings among UNICEF field staff, national committees, NGOs and other allies; the organization of briefings for the media and other specialized audiences; travel and

participation in conferences, meetings and other events that offer opportunities for encouraging interest in the Summit; and preparation and dissemination of guidelines and suggestions for action by various partners and allies. Supplemental office operations, accommodations and travel are also provided, as are supplemental funds for programme preparation to assist field offices, National Committees, NGOs and other partners in undertaking decentralized national, regional and global initiatives similar to those undertaken by headquarters.

25. Co-ordination of headquarters operations in support of Summit-related mobilization activities will be undertaken by a headquarters Summit task force composed of focal points designated by each division as well as other appropriate staff. Division Directors and the Deputy Executive Directors are encouraged to attend task force meetings regularly. The task force is chaired by the Counsellor to the Executive Director, who has also been designated Executive Secretary for the Summit, and will be responsible for the administration of the Summit-related mobilization budget.

IV. BUDGET PRESENTATIONS AND ADMINISTRATION

26. The budgets for the Summit and for UNICEF Summit-related mobilization activities are presented in tables 1 and 2 (see pp. 11 and 12). The list of posts, including calculations of associated costs, details of operating expenses and elaboration of anticipated activities and objects of support, appears in the annexes to the present document.

27. The budget for the Summit and the budget for the UNICEF mobilization activities are presented separately and will be administered separately. However, it is anticipated that the operations must be interrelated, with some staff members having functions that relate to both missions. There will also be a sharing of common premises, services and technical expertise and administrative management to ensure cohesiveness and maximum cost-effectiveness.

28. Given the short time frame for preparations for the Summit, the need to ensure cohesiveness of both Summit operations, the integration of mobilization operations within existing secretariat operations and the need to draw upon existing UNICEF expertise and resources to ensure efficiency and effectiveness of operations, the Executive Director has determined that all Summit and Summit-related operations should be accommodated within UNICEF House. Due to the absence of unused space within the headquarters facility, short-term rental of equivalent external premises has been undertaken and certain UNICEF units with less need to relate to other staff on a day-to-day basis are being accommodated in that space. This supplemental facility is within one block of UNICEF House and has been rented on favourable terms, including merely a 60-day rolling obligation. Accordingly, the estimates for office accommodations in the Summit budgets are related to the requirements of the offset operations, rather than directly to the Summit operations. The provision within each Summit budget is proportionately allocated.

V. FUNDING ARRANGEMENTS AND CONTRIBUTIONS

29. At its special session in December 1989, the Executive Board authorized the Executive Director to establish a special account for the preparation and organization of the Summit and a special account for the mobilization activities related to the Summit, both to be financed from extrabudgetary resources and utilized in accordance with UNICEF financial rules and regulations with transfer authority between allotment accounts as required.

30. As a temporary arrangement and until the approval of the budget by the Executive Board, the Executive Board further authorized the Executive Director to enter into the necessary committal expenditures in respective receivable accounts, up to an amount of $700,000 for the preparation of the Summit, and up to an amount of $650,000 for mobilization activities.

31. It is recommended that the two receivable accounts approved by the Board continue to be funded from general resources up to the limits of the approved budgets until donors contribute to the special accounts. When the special accounts are funded, charges to the receivable accounts will be transferred to the special accounts. Charges to the receivable accounts will not exceed the levels of the approved budgets.

32. The Executive Board appealed to Governments to make voluntary contributions to the special accounts for the World Summit for Children and Summit-related mobilization activities.

VI. DRAFT RESOLUTIONS

A. Draft resolution relating to the budget estimates for the Summit meeting

The Executive Board

Approves the budget estimates for the World Summit for Children for 1990 as follows:

		(United States dollars)
Category 1:	Staff costs	357 420
Category 2:	Operating costs	1 126 342
	Total expenditures	1 483 762

Authorizes the Executive Director to administer in the most efficient and effective manner the provisions under each of the categories 1 and 2 and to transfer funds between allotment accounts as required;

Further authorizes the Executive Director to finance the budget from the special account and, until such funds are received, to pay advance expenditures from UNICEF general resources in the receivable account up to the limits of the approved budget.

B. Draft resolution relating to the budget estimates for mobilization activities related to the World Summit for Children

The Executive Board

Approves the budget estimates for mobilization activities related to the World Summit for Children for 1990 as follows:

		(United States dollars)
Category 1:	Staff costs	504 625
Category 2:	Operating costs	1 495 058
	Total expenditures	1 999 683

Authorizes the Executive Director to administer in the most efficient and effective manner the provisions under each of the categories 1 and 2 and to transfer funds between allotment accounts as required;

Further authorizes the Executive Director to finance the budget from the special account and, until such funds are received, to pay advance expenditures from UNICEF general resources in the receivable account up to the limits of the approved budget.

TABLE 1. SUMMARY OF COSTS BY OBJECT OF EXPENDITURE

SUMMIT MEETING

(United States dollars)

Budget code	Description of cost	Meeting costs
	CATEGORY 1 - STAFF COSTS	
01	- Secretariat staff	249 055
02	- Professional short-term staff	36 000
03	- Short-term support staff	30 015
04	- Overtime	42 350
	TOTAL CATEGORY 1 - STAFF COSTS	357 420
	CATEGORY 2 - OPERATING COSTS	
35	- Travel	30 000
36	- Freight and courier costs	54 993
37	- Telephone and fax	17 000
38	- Telex	28 181
40	- Audio-visual	80 000
41	- Media and publications	150 000
44	- Mobilization programmes preparation fund	0
50	- Rental of premises	102 000
51	- Utilities and maintenance	12 761
60	- Office supplies and printed forms	26 000
61	- Computer supplies	11 000
64	- Rental of photocopier	8 507
65	- Computer rental and maintenance	10 000
78	- Miscellaneous supplies and services	23 000
85	- Furniture and office equipment	3 900
92	- Computer equipment	16 000
99	- Meetings, services and support	553 000
	TOTAL CATEGORY 2 - OPERATING COSTS	1 126 342
	TOTAL ESTIMATE - SUMMIT MEETING COSTS	1 483 762

TABLE 2. SUMMARY OF COSTS BY OBJECT OF EXPENDITURE

MOBILIZATION ACTIVITIES

(United States dollars)

Budget code	Description of cost	Mobilization activities
	CATEGORY 1 - STAFF COSTS	
01	Secretariat staff	389 945
02	Professional short-term staff	72 000
03	Short-term support staff	15 030
04	Overtime	27 650
	TOTAL CATEGORY 1 - STAFF COSTS	504 625
	CATEGORY 2 - OPERATING COSTS	
35	Travel	40 000
36	Freight and courier costs	60 007
37	Telephone and fax	14 000
38	Telex	34 219
40	Audio-visual	75 000
41	Media and publications	50 000
44	Mobilization programmes preparation fund	930 000
50	Rental of premises	123 000
51	Utilities and maintenance	17 239
60	Office supplies and printed forms	24 000
61	Computer supplies	14 000
64	Rental of photocopier	11 493
65	Computer rental and maintenance	0
78	Miscellaneous supplies and services	16 000
85	Furniture and office equipment	6 100
92	Computer equipment	8 000
99	Meetings, services and support	72 000
	TOTAL CATEGORY 2 - OPERATING COSTS	1 495 058
	TOTAL ESTIMATE - MOBILIZATION ACTIVITIES COSTS	1 999 683

ANNEX I

SUMMIT BUDGET ESTIMATES - ANALYSIS OF STAFF COSTS

(Basis of estimates: standard costs, salary scales and time frame)

(Thousands of United States dollars)

	MEETING	MOBILIZATION ACTIVITIES
Executive Secretariat		
P-5 Executive Secretary 1/90-11/90 = 11 months	a/	a/
L-3 Executive Assistant 2/90-11/90 = 10 months	28	28
G-5 Principal Secretary 2/90-11/90 = 10 months	14	14
Arrangements		
L-5 Arrangements & Protocol Chief 6/90-10/90 = 5 months	40	
L-3 Arrangements Manager 2/90-10/90 = 9 months	57	
L-2 Arrangements & Protocol Assistant 2/90-10/90 = 9 months	51	
G-5 Secretary 2/90-10/90 = 9 months	23	
Management and Support Services		
L-4 Administrative Officer 2/90-11/90 = 10 months	35	35
G-7 Administrative Assistant 2/90-11/90 = 10 months	18	18
Information and Communications		
L-5 Senior Information Officer 2/90-11/90 = 10 months	40	40
G-7 Information Assistant 2/90-11/90 = 10 months	18	18
G-5 Secretary 2/90-11/90 = 10 months	13	13
Programme Mobilization		
L-7 Programme Mobilization Director 2/90-12/90 = 11 months		108
L-5 Programme Mobilization Associate 2/90-12/90 = 11 months		89
G-5 Secretary 2/90-12/90 = 11 months		28
Public Mobilization		
L-3 Public Mobilization Officer 2/90-12/90 = 11 months		70
L-2 Public Mobilization Assistant 5/90-12/90 = 7 months		40
G-5 Secretary 2/90-12/90 = 11 months		28
TOTAL STAFF COST AT STANDARD COSTS	337	527
Less: Cost reductions for travel on appointment, installation, etc., for 9 IPs at $25,000 each assumed to be recruited from New York based staff	(88)	(137)
TOTAL STAFF COST ESTIMATE FOR SECRETARIAT	249	390
Assumptions:		
(a) For IPs, assume 9 recruits from New York and 1 from outside of New York;		
(b) For GS assume gross salary.		

a/ Existing UNICEF posts; functions consistent with Summit assignment.

ANNEX II

SUMMIT BUDGET ESTIMATES - ANALYSIS OF CATEGORY 1 COSTS

(Thousands of United States dollars)

	CATEGORY 1 - STAFF COSTS	MEETING	MOBILIZATION ACTIVITIES
	Code 01 - Secretariat staff a/		
	3.6 IP + 2.0 GS for meeting and 5.0 IP + 3.1 GS for mobilization = total of 13.7 work-years	249	390
	Code 02 - Professional short-term staff b/		
02.1	Consultants - Arrangements 3x1 m. each = 3 work-months	18	0
02.2	Consultants - Info. & Comm. 1x3 m. each = 3 work-months	18	0
02.3	Consultants - Pub. Mob. 4x3 m. each = 12 work-months	0	72
02.4	Total Code 02 = 1.5 work-years	36	72
	Code 03 - Short-term support staff b/		
03.1	Secretaries 6x3 m. each = 18 work-months(1.5 work-years)	30	15
	Code 04 - Overtime b/		
04.1	Secretariat	21	14
04.2	Co-opted support staff	21	14
04.3	Total Code 04	42	28
	TOTAL CATEGORY 1 - STAFF COSTS	357	505

a/ Budget Section estimates.
b/ Division of Information and Budget Section estimates.

ANNEX III

SUMMIT BUDGET ESTIMATES - ANALYSIS OF CATEGORY 2 COSTS

(Thousands of United States dollars)

	CATEGORY 2	MEETING	MOBILIZATION ACTIVITIES
	Code 35 - Travel a/		
35.1	Staff and Consultants	30	40
	Code 36 - Freight and courier costs		
36.1	Courier costs and messenger costs b/	9	12
36.2	Distribution costs for publications and other materials c/	46	48
36.3	Total Code 36	55	60
	Code 37 - Telephone and Fax a/		
37.1	Local and overseas telephone and fax	17	14
	Code 38 - Telex a/		
38.1	Local and overseas telex	28	34
	Code 40 - Audio-visual c/		
40.1	Keynote video - production x 15 languages	60	0
40.2	Keynote video-adaption/duplication for public broadcast	0	25
40.3	Exhibits/displays	20	50
40.4	Total Code 40	80	75
	Code 41 - Media and publications c/		
41.1	Press kits and updates, media packages and info. kits	50	20
41.2	Publications and other printed material (including advance documentation and report of the Summit into 15 languages)	0 75	0 30
41.3	Media facilities and services	25	0
41.4	Total Code 41	150	50

		MEETING	MOBILIZATION ACTIVITIES
	Code 44 - Mobilization programmes preparation fund		
44.1	Support for national mobilization activities in programme countries, including conferences, meetings, NGO initiatives, special materials	0	0 0 465
44.2	Support for international and regional mobilization activities, including conferences, meetings, NGO initiatives, and educational/motivational materials	0	0 0 465
44.3	Total Code 44	0	930
	Code 50 - Rental of office premises b/		
50.1	Rental/installation costs at E45 St. ("Uganda House")	102	123
	Code 51 - Utilities and maintenance a/ b/		
51.1	Utilities and maintenance of premises	13	17
	Code 60 - Office supplies and printed forms a/ b/		
60.1	Lump sum estimate	26	24
	Code 61 - Computer supplies a/ b/		
61.1	Lump sum estimate	11	14
	Code 64 - Rental of photocopier b/		
64.1	For 10 months at $2,000 per month	9	11
	Code 65 - Computer rental and maintenance		
65.1	Software development	10	0
	Code 78 - Miscellaneous supplies and services a/		
78.1	Lump sum estimate	23	16
	Code 85 - Furniture and office equipment a/		
85.1	$100,000 x 10%	4	6
	92 - Computer equipment a/ f/		
92.1	18 PCs at $5,000 each x 20% g/	10	8
92.2	2 Laser printers for VS $15,000 x 2 x 20%	6	0
92.3	Total Code 92	16	8

	Code 99 - Meetings, services and support	MEETING	MOBILIZATION ACTIVITIES
99.1	Services for Planning Committee Meetings and interregnum consultations	60	0
99.2	Other planning/strategy meetings and consultations	15	50
99.3	Meeting services (A,C,E,F,R,S) 6 meetings d/ g/	36	0
99.4	Summary Records (E,F,S) 6 meetings d/ g/	42	0
99.5	In-session documentation x 50 pages d/ g/	42	
99.6	Post-session documentation d/ g/	24	
99.7	OGS/DPI services g/	130	0
99.8	Translation, editing and other miscellaneous meetings service costs (including secondment of Conference Service Officer(s), rental of supplemental equipment, etc.) a/	79	22
99.9	Protocol/hospitality (opening dinner and miscellaneous hospitality) a/	0 50	
99.10	First spouses programme (meetings services x 2 meetings plus miscellaneous materials and services) g/	15	
99.11	Overtime margin for Saturday/Sunday sessions	60	
99.12	Total Code 99	553	72
	TOTAL CATEGORY 2 - OPERATING COSTS	1,126	1,495

COST SUMMARY	MEETING	MOBILIZATION ACTIVITIES
TOTAL STAFF COSTS	357	505
TOTAL OPERATING COSTS	1,126	1,495
GRAND TOTAL - TOTAL SUMMIT ESTIMATE	1,484	2,000

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a/ Budget Section estimates.

b/ Office of Administrative Management estimates.

c/ Division of Information estimates.

d/ Estimates based on current discussions and structure of meeting. May require adjustment as Planning Committee process advances.

e/ Personal computers will be purchased in 1990 against the 1991 UNICEF budget allocation and the Summit budget will bear the cost of a percentage rental for the year, which will be credited back for the same budget codes. This approach is being taken since the equipment will be returned for regular UNICEF functions upon the completion of the Summit. Furniture/equipment depreciation is 10% and computers is 20%.

f/ Information Resources Management confirmed.

g/ Based on estimates from United Nations Budget Office.

ANNEX IV

BUDGET PROPOSALS

I. EXPLANATION AND COMMENT

1. In preparing the budget estimates for secretariat support and other costs directly related to the preparation and organization of the Summit meeting, the Executive Director observed the philosophy that has guided the initiators, namely that the costs of the meeting should be restrained to the absolute minimum necessary to ensure orderly and complete preparation and implementation of the meeting and appropriate to the nature of the session and its Summit-level participation. Within this philosophy, the Executive Director has also recognized that the exact structure and supportive requirements for the meeting will not be defined until later in the planning process. Hence, it has been necessary to budget for a certain degree of flexibility, both in terms of the preparatory process for the Summit and with respect to the Summit itself.

2. It should be noted that virtually all the staff proposed for the Summit and related mobilization activities will be working in close co-operation with staff of relevant headquarters divisions, whose experience and expertise will be drawn upon to the extent possible without disrupting other organizational priorities. In co-operation with headquarters divisions, they will also assist and collaborate with regional and field offices and with national committees.

3. To cover the preparation for and coverage of the Summit, 4.1 international Professional and 3.0 General Service work-years have been estimated. With regard to mobilization activities related to the Summit and to ensure that there is adequate follow-up at the country level in accelerating programme implementation, a separate budget has been authorized by the Executive Board. To achieve these ends, 6.0 international Professional and 3.5 General Service work-years have been estimated to supplement the existing capacity of UNICEF operations.

4. In preparing the budget estimates for Summit-related mobilization activities, the Executive Director's concern has been multifold:

(a) To assist UNICEF field offices, National Committees and other partners in using the Summit as leverage to ensure maximum programme benefit for children by accelerating and/or extending programme action by and within countries, consistent with established programme priorities;

(b) To ensure that programme benefits in relation to the Summit are complementary and additional to existing programme activities and do not detract from attention to existing programme activities;

(c) To enable National Committees and NGOs to use Summit-related activities as a basis for increased fund raising, in terms of both direct contributions and revenue-producing opportunities.

5. The latter two concerns are underscored by the fact that, while field offices, National Committees, NGOs and Governments have anticipated the opportunities offered by the Summit, the actual timing of the meeting - within the current fiscal year and without having been anticipated in the medium-term plan or the 1990-1991 biennium budget - requires supplementary assistance in order to allow them to take maximum advantage of those opportunities.

II. ELABORATIVE ANALYSIS OF STAFF COSTS, BY POST

Executive secretariat

P-5 Executive Secretary (January-November)

[This post will serve both the Summit meeting and Summit-related mobilization activities. The incumbent occupies an existing UNICEF post whose functions are consistent with the Summit; a new post will not be established.]

The Executive Director has designated the Counsellor to the Executive Director to serve as Executive Secretary for the Summit and as chairman of the UNICEF task force on the Summit, which will co-ordinate UNICEF mobilization activities. The Executive Secretary will be the overall co-ordinator for Summit preparations and Summit-related mobilization activities. He will be responsible for liaison with members of the Planning Committee and other Governments, for concept development and articulation, preparation of all documentation and arrangements for the Planning Committee, preparation of reporting to the UNICEF Executive Board and executive management of the Summit operation, reporting to the Executive Director and Deputy Executive Directors. He will also continue his functions as Counsellor to the Executive Director.

L-3 Executive Assistant (February-November)

[This post will serve both the Summit meeting and Summit-related mobilization activities.]

This post will assist the Executive Secretary in the full range of his responsibilities for the management and co-ordination of Summit preparations and Summit-related mobilization activities. The post will serve as rapporteur for the Planning Committee and its interregnum meetings as well as meetings of the UNICEF secretariat and partners in relation to the Summit. The post will particularly assist in maintaining liaison with various offices, institutions and organizations and in the drafting of substantive correspondence and documentation, and will undertake special assignments including research into patterns and procedures employed by other multilateral summits. The incumbent will also assist in drafting documentation and other published materials required by the various functional units preparing the Summit meeting and the Summit-related activities.

Arrangements

L-5 Arrangements and Protocol Chief (June-October)

[This post relates exclusively to the Summit meeting.]

This post will supervise all procedural matters and arrangements in the preparation for the Summit, including oversight of all physical facilities and all conference services arrangements. The post will be the principal liaison with Governments and missions in arrangements for their delegations' participation in the Summit. The post will also particularly work with the United Nations Protocol and Liaison Service in managing all protocol and hospitality requirements explicitly related to the Summit, supplementing that Service's capacity.

L-3 Arrangements Manager (February-October)

[This post relates exclusively to the Summit meeting.]

This post will exercise the responsibilities of the Arrangements and Protocol Chief during the period February through May, and will also be responsible for all technical arrangements for facilities, services, supplies, communications systems, exhibits/displays and ceremonies, special technologies, permits, etc., necessary for the Summit meeting and activities directly related to it, including liaison with the United Nations Office of General Services (especially including the Security and Safety Service and the Buildings Management Service), host country and New York City security authorities and relevant elements of the New York City community.

L-2 Arrangements and Protocol Assistant (February-October)

[This post relates exclusively to the Summit meeting.]

The duties of this post will support those of the Arrangements and Protocol Chief and Arrangements Manager, with particular responsibility for the preparation and control of credentials of delegations, secretariat and media.

Management and support services

L-4 Administrative Officer (February-November)

[This post will serve both the Summit meeting and Summit-related mobilization activities.]

This post will be responsible for operational administration, including financial management and office systems management, for both operations.

G-7 Administrative Assistant (February-November)

[This post will serve both the Summit meeting and Summit-related mobilization activities.]

This post will provide administrative systems support to both the Summit meeting operation and the Summit-related mobilization operation, with particular responsibility for the development and maintenance of necessary computer systems and programmes and office technology, including the operation of desk-top publishing equipment in support of all Summit secretariat activities.

Information and communications

L-5 Senior Information Officer (February-November)

[This post will serve both the Summit meeting and Summit-related mobilization activities.]

This post will be a senior media and information officer and adviser for the Summit and Summit-related programme mobilization. The post will co-ordinate the preparation, production and distribution of official documentation, print/video/radio public information materials (press kits, press releases and statements, etc.) for the Planning Committee and the Summit meeting, as well as materials relevant to Summit-related mobilization activities, especially including constituency information (newsletters, updates and support materials for UNICEF field offices, National Committees and Grand Alliance partners).

G-7 Information Assistant (February-November)

[This post will serve both the Summit meeting and Summit-related mobilization activities.]

This post will assist the Information and Communications Chief in the preparation, production and distribution of documentation, information materials, etc., and will particularly ensure the planning of adequate facilities and support services for media in covering the Summit meeting and Summit-related events (NGO forum, religious mobilization, etc.).

Programme mobilization

L-7 Programme Mobilization Director (February-December)

[This post will relate exclusively to the mobilization activities.]

This post will be a senior programme adviser to guide and assist UNICEF field offices in ensuring maximum exploitation of Summit preparation, the Summit meeting and Summit follow-up for the benefit of accelerated and expanded programme delivery and will ensure that Summit-related activities enhance established programme activities. The incumbent will report to the Executive

Director through the Deputy Executive Director, Programmes, and will work integrally with the Programme Division, the Planning Office and UNICEF Regional Directors.

L-5 Programme Mobilization Associate (February-December)

[This post will relate exclusively to the mobilization activities.]

The duties of this post will support those of the Programme Mobilization Director, with particular attention to assisting UNICEF field offices in the encouragement and planning of national and sub-national/community summits for children to mobilize expanded leadership resources for programme delivery.

Public mobilization

L-3 Public Mobilization Officer (February-December)

[This post will relate exclusively to the mobilization activities.]

This post will supplement existing UNICEF capacity to co-ordinate and support UNICEF-sponsored and UNICEF-encouraged public mobilization activities at the global, regional and national levels. The post will particularly assist National Committees, NGOs and other Grand Alliance partners through the provision of support services and guidance for the organization of events, production of promotional materials and development of fund-raising opportunities, and will attend to liaison with organizations, representation at meetings and conferences and visits to organizational headquarters.

L-2 Public Mobilization Assistant (May-December)

[This post will relate exclusively to the mobilization activities.]

This post will supplement UNICEF's existing capacity to support public mobilization activities, with particular attention to facilitating arrangements for Grand Alliance meetings, events and other activities requiring logistical support, as well as to the provision of resource and informational/motivational materials and support for fund-raising activities.

* * *

NOTE:

Estimated costs for each post are listed at full cost and entitlement, including travel on appointment, installation, etc. However, since the Executive Director anticipates that all but one of the Summit and supplemental staff members will be locally recruited in New York, the total cost for staff has been reduced by $225,000 for 9 of the 10 new international Professional posts.

Professional short-term staff

Consultants

Provision is made for up to 18 work-months (6 for the Summit preparations, 12 for Summit-related mobilization) of consultants to provide necessary technical or special expertise or short-term supplemental services and capacity during the months immediately preceding the Summit meeting or major Summit-related events and activities.

General Service staff

In addition to the G-7 Administrative Assistant serving the entire Summit secretariat, one G-5 Principal Secretary is assigned to each functional cluster of the Summit and mobilization secretariat, with a duration of 9-11 months each, depending upon the planned duration of the function.

Secretaries/aides

Provision is made for short-term secretarial/aide support for both the Summit meeting and Summit-related mobilization activities. It is anticipated that supplementary support will be required in the final weeks/months prior to the Summit and preceding any principal global or international events related to the Summit. The Executive Director expects to utilize this provision to employ supplementary staff on a very short-term basis and directly related to the time-frame of the meeting and other events.

III. ELABORATIVE ANALYSIS OF OPERATING COSTS

Code 35 - Travel

35.1 Staff and consultants' travel

This account provides for the travel costs of secretariat staff and special consultants on explicitly Summit or Summit-related business. Summit business may include travel to non-New York meetings of working groups of the Planning Committee, consultations in capitals with personal representatives, etc., or participation in relevant meetings of other United Nations and international organizations contributing to the Summit preparatory process. Summit-related mobilization business may include travel for briefings, consultations or planning and strategy meetings with UNICEF field offices, National Committees (collectively or individually), principal NGO and other partners, media seminars, etc., as well as for participation in externally sponsored meetings and conferences.

Code 36 - Freight and courier costs

Code 37 - Telephone

Code 38 - Telex

Standard UNICEF formulas for estimating costs are employed for Codes 36, 37 and 38.

Code 40 - Audio-visual

40.1 Keynote video - production

40.2 Keynote video - public distribution

The Executive Director anticipates production of an approximately 20-minute video film which presents an overview of the situation of children on the threshold of the 1990s and an explanation of the purposes and opportunities of the Summit. The video would serve as both a briefing for Government officials and as a public information presentation for use by field offices, National Committees and other allies, as well as for public broadcast. It would be produced and duplicated in multiple language and format versions. The content of the video would draw largely on footage already produced for other purposes.

40.3 Exhibits/displays

Provision is made for the preparation and circulation of graphic exhibits on the purposes and opportunities of the Summit for display at appropriate conferences, meetings and other public facilities, as well as in relation to the Summit meeting itself.

Code 41 - Media and publications

41.1 Press kits and updates, media packages and information kits

41.2 Publications and other printed materials

Provision is made for informational communications and publications in relation to the preparatory process for the Summit meeting, the Summit meeting itself, and Summit-related mobilization activities. Provision is also made for production of advance documentation for the Summit meeting, and for a report of the Summit (including its Declaration). Provision is made for production of principal publications in at least 15 languages.

41.3 Media facilities and services

Allocation is made for the provision of rudimentary media facilities (a press centre) over and above those normally available at the United Nations, in anticipation of a substantially larger demand owing to the presence of a large number of heads of State or Government.

Code 44 - Programme preparation fund

44.1 National mobilization activities in programme countries

Provision is made to allow minimal catalytic assistance to UNICEF field offices, Governments or other organizers in UNICEF-assisted countries for organizing special meetings, seminars, country-specific publications, etc., especially including national, subnational or community leadership summits, or special meetings of particular sectors (e.g., physicians, business leaders, professional associations, voluntary service organizations). Minimal assistance will be available only as a start-up catalyst to facilitate activities principally funded from other sources.

44.2 International and regional public mobilization activities

Provision is made for catalytic assistance to international and regional NGOs, including collective groups such as the NGO Committee on UNICEF, professional associations and other relevant institutions for planning and organizing activities to increase public and/or constituency awareness in relation to the Summit and to stimulate new programme initiatives by NGOs, institutions, professions, the media, voluntary associations, parliamentarians, government agencies, etc. Available assistance may include professional expertise, production of informational, educational or motivational materials, manuals and guidebooks, replicative models, sponsorship of meetings or provision of financial assistance to initiate activities not previously anticipated in current budgets. Provision may also be made to assist in fund raising and other resource-generation initiatives related to the Summit which may require initial capital resources.

Funds proposed for Codes 44.1 and 44.2 have been constrained to comply with the maximum ceilings established by the Executive Board for mobilization activities. The Executive Director believes that realistic opportunities to support or facilitate useful activities, events and projects to ensure maximum benefit from the Summit initiative will substantially exceed the present limitations.

Code 50 - Rental of office premises

The Executive Director has determined that the Summit secretariat and supplemental Summit-related staff should be housed within UNICEF House and, as appropriate, integrated within operational divisions to ensure maximum efficiency of operation and co-ordination of activities. However, owing to the present capacity occupancy of UNICEF House and the 38th Street Greeting Card Operation facility, additional office space is required, to which elements of existing UNICEF operations with less need for day-to-day relations with other headquarters offices will be temporarily relocated. This account budgets for the necessary additional usable space for these off-set operations; and favourable terms on a short-term basis have been negotiated.

Code 51 - Utilities and maintenance

Code 60 - Office supplies and printed forms

Code 61 - Computer supplies

Code 64 - Rental of photocopier

Code 65 - Computer rental and maintenance

Code 78 - Miscellaneous supplies and services

The above codes are budgeted at standard UNICEF formulas relevant to the staff and operations involved.

Code 85 - Furniture and office equipment

Code 92 - Computer equipment

A minimal quantity of office furniture, beyond existing "attic" stocks, will be required to accommodate additional staff. A full complement of additional computer equipment will be required for the Summit operations. The Executive Director anticipates an advance purchase of necessary furniture and equipment against approved UNICEF procurement for 1991. The Summit budget will reimburse UNICEF at the depreciation rates (10 per cent per annum for furniture, 20 per cent per annum for computer equipment). Following the Summit, the furniture and equipment will revert to UNICEF for planned usage. These rates are substantially below market rates for furniture or equipment-leasing from commercial sources, but represent an insignificant cost to the UNICEF regular budget.

Code 99 - Meetings, services and support

99.1 Services for Planning Committee meetings

The Planning Committee anticipates four full one-day meetings prior to the Summit, with some 22 Governments participating. These meetings are expected to be held at United Nations Headquarters in New York. Provision is made for standard meeting services, including full translation and possible in-session documentation. No assistance is provided for members of the Planning Committee to attend meetings of the Committee. Provision is also made for informal working meetings between meetings of the Planning Committee.

99.2 Other planning/strategy meetings

This account, in the Summit meeting budget, anticipates the need to draw upon the expertise of officials of various Governments and intergovernmental organizations experienced in summit preparations, and provision for their travel, and possibly for facilities and services for meetings of such experts. It will also support meetings of the six initiators who will continue to play a leading role in preparations for the Summit and, particularly, in preparing the work of the Planning Committee. In the mobilization budget, this account anticipates overhead costs for various planning and strategy meetings among UNICEF field staff, National Committees, NGOs and other partners (e.g., the 24-26 January 1990 Geneva meetings of National Committee executives and information officers, and the Summit dimension of the global meeting of UNICEF information officers scheduled at that time).

99.3 Meeting services

99.4 Summary records

99.5 In-session documentation

99.6 Post-session documentation

These accounts provide for reimbursement to the United Nations for costs specifically related to the meetings for translations and production of meeting documentation. Estimates are based on the current maximum plan for the Summit meeting to include an evening opening session, two business sessions on the second day and a morning concluding session on the third day. Contingency provision has been made for the possibility of two simultaneous meetings during each of the two business sessions on the second day, should the number of participating heads of State or Government lead to a decision to divide the meetings into two groups. The estimates are provided by the United Nations Secretariat and are at full cost.

99.7 Services of the Office of General Services and the Division of Public Information

This account provides for reimbursement to the United Nations Secretariat for dissemination of standard United Nations information services, including television and radio coverage, as well as translations, interpretation, reproduction, document distribution, security, utilities, cleaning, lobby service, engineering services and other administrative services. The estimates are provided by the United Nations Secretariat and are at full cost.

99.8 Translation, editing and other miscellaneous service and meeting costs

This account provides for other editing and translation of documents and drafts during the Planning Committee's preparatory process and covers miscellaneous costs that may be incurred specifically related to arrangements

for meetings, including assignment of Conference Services officer(s) for the preparation and administration of the meeting, and such other costs as rental of special communications equipment, additional security and movement control equipment, etc., that may be needed for the Summit.

99.9 Protocol/hospitality

This account principally addresses the single major hospitality cost associated with the Summit, a dinner on the opening night of the Summit. The estimate is based on the function being held in United Nations facilities as a working dinner of modest characteristics. Until the number of heads of State or Government attending the Summit is known, a precise estimate cannot be made. The account also provides marginal additional resources for miscellaneous hospitality and protocol requirements throughout the meeting.

99.10 First Spouses programme

This account responds to indications by the initiators and the United Nations of the need to provide an official activity for First Spouses who may accompany the heads of State or Government. A modest programme is anticipated, focused primarily on expert presentations and an opportunity for exchange of views and experiences among the spouses. Two sessions are anticipated in a United Nations conference room on the second day of the Summit. The estimate is based on standard meeting services plus support documentation such as a special compilation of informational materials.

99.11 Overtime margin

If the scheduling of the Summit involves a Saturday or Sunday, additional resources will be required to cover overtime payments for staff. The Planning Committee acknowleges these implications. This account provides for overtime margin as required for United Nations, United Nations Catering, UNICEF and UNICEF House staff.